



Police Officer Recruitment Process

08/31/15 - 10/11/15 **Step 1: Advertisements**
 Upon approval by the Police and Fire Commission for the hiring of sworn officers, advertisements will be placed with the following agencies:

Publications & Websites	Duration
online	1 placement (Sunday) and
*Wisconsin State Journal	
*Madison Times	1 placement
*Capital City Hues	1 placement
Internal Posting at City Hall	duration of recruitment
Wilenet	duration of recruitment
Wisconsin Technical Colleges Internet Job Board	duration of recruitment
Fitchburg Access Cable Television	duration of recruitment
City of Fitchburg Website	duration of recruitment
University of Wisconsin Consortium Website	duration of recruitment
Edgewood College	duration of recruitment
Wisconsin Department of Workforce Development	duration of recruitment
National Black Police Association	duration of recruitment
E-Mail Contacts and Listservs	duration of recruitment
Centro Hispano	
Kennedy Heights Community Center	
Bridge Lakepoint Waunona Neigh. Center	
Vera Court Community Center	
Boys & Girls Club of Dane County	
Nehemiah Community Development	
WI Women of Color Network Inc. (WWOCN)	
League of Martin	
Urban League of Greater Madison	
NAACP – Milwaukee & Madison	
African American Council of Churches (AACC)	
Latino Chamber of Commerce	
Latino Professional Association	
National Black State Troopers Coalition	

* Paid Advertising

10/12/15- 10/14/15	Step 2: Application Review All Candidates will be evaluated based on the established criteria previously approved by the PFC. The selection committee will score the applications and establish a list of approximately 50 applicants, depending on number of vacancies, to proceed to the panel Interviews.
10/26/15 - 10/27/15	Step 3: Panel Interviews Candidates invited to participate in oral panel interviews. Minimum of 3 panelists, one internal and two external will participate. The same questions will be asked to each candidate. An applicant may ask for panelists to excuse themselves from the interview, should the candidate feel they would not receive a fair evaluation from that panelist.
10/28/15 - 11/02/15	Step 4: Preliminary Background Screen The top scoring candidates from the Panel Interview process will undergo a preliminary background screen. The candidate's driving record and criminal background will be checked prior to the Chief's Interview. Those not meeting the acceptable criteria (see minimum qualifications) will be eliminated from consideration at this point.
11/16/15 - 11/20/15	Step 5: Personnel Evaluation Profile & Chief's Interview In conjunction with the Chief's interview, candidates will take the Personnel Evaluation Profile, as developed by Personnel Evaluation, Inc. This test evaluates a person's motivation, ethics, honesty, work habits, etc. This evaluation will be used by the background investigator in conducting a comprehensive background.
11/20/15 - 12/15/15	Step 6: Background Checks
12/16/15	Step 7: Recommendation to the PFC
12/16/15	Conditional Offer Conditional offers of employment will be made to candidates recommended by the Chief, and approved by the PFC, which successfully pass the comprehensive background. Offers are contingent upon the successful completion of a physical exam, psychological exam, and pre-employment drug screen.
12/21/15- 12/31/15	Step 8: Pre-employment Medical Exams and drug screens
TBD - 2016	First Day